ORDE	SERVICES	IMPORTANT: See instructions in GSAR 553.370-300-1 for distribution							OF PAGES 1					
1. DATE OF ORDER		2. ORDER NUMBER		3. CONTRA	CT NUMBER	₹		4. ACT I	NUMBER	l	1			
		5 ACCOL	JNTING CLASSIFICATION						INANCE	DIVISIO	N			
FOR	FUND	ORG CODE	B/A CODE	O/C CODE		AC	SS	0.1		R NAME				
GOVERNMENT USE ONLY	FUNC CODE	C/E CODE	PROJ./PROS. NO.	CC-A		MDL	FI		G/L DE	EBT				
OINLT	W/ITEM	СС-В	PRT./CRFT			AI	LC		DISCOL	JNT				
7. TO: CONTRACTOR	R (Name, addre	ess, and zip code)					OF ORE URCHAS			REFER	ENCE YOUR			
						_			g on the ed sheet	terms sp ts, if an	pecified on bot y, including d	h sides of elivery as		
						indicate	I. ELIVERY	,						
						This del only of t the abov	very ordenis form a e number	er is subj ind is issu red contra	ect to ins ued subje act.	structions ect to the	s contained on terms and cor	this side aditions of		
						C. MOD	IFICATIO	N NO.		AUTHO	ORITY FOR IS	SUING		
9A. EMPLOYER'S IDE	NTIFICATION		9B. CHECK, WITHI	IOLD		s provide heretofo				ditions of the o	riginal			
10A. CLASSIFICATIO	SMAL	L BUS- D	. SMALL ISADVAN-	D. SMALL WOMEN-		A. C	ORPOR-	JSINESS	B. PA	ORGANIZATION B. PARTNER- C. SOLE				
BUSINESS 11. ISSUING OFFICE telephone no.)	(Address, zip c		AGED L REMITTANCE ADDRESS (<u>JOWNED</u> MANDATORY)		13. SHII		nsignee a	SHIP ddress, z		and telephone	no.)		
telephone ne.y														
14. PLACE OF INSPE	CTION AND AC	CCEPTANCE		15. REQUIS	ITION OFFI	CE (Nam	e, symbol	and tele	phone no	.)				
16. F.O.B. POINT 17. GOVERNMENT				18. E	ELIVERY F EFORE	. O. B. P	OINT ON	OR 19.	PAYMEN	NT/DISC	OUNT TE	RMS		
			20.	SCHEDULE										
ITEM			SUPPLIES OR SERVICE	ES	QUAN ORDE	RED	VIT	UNIT PF	RICE		AMOUNT			
(A)		(B)		(C) (D)	(E)			(F)			
21. RECEIVING OFFIC	CE (Name, syn	nbol and telephone no.)					OTAL						
22. SHIPPING POINT		23 GRO	SS SHIP WT.			30	FROM 300-A(s)							
	o de alcala sia a			CARRING	DAVAGE	TC	RAND DTAL		OFD. TO	TI EDUQUE N				
24. MAIL INVOICE TO General Services Adm			[25A. FOI	R INQUIRES R	EGAKDING	PAYMEN	II CONTA	4C1:		∠SB. II	ELEPHONE NO	J.		
		26A. NA	ME OF CONTR	ACTING/OF	DERING	OFFICE	R (Type)		26B. TE	ELEPHONE NO).			
			26C. SIG	SNATURE										

552.229-70 FEDERAL, STATE AND LOCAL TAXES (APR 1984)

The contract price includes all applicable Federal, State, and local taxes. No adjustment will be made to cover taxes which may subsequently be imposed on this transaction or changes in rates of currently applicable taxes. However, the Government will, upon the request of the Contractor, furnish evidence appropriate to establish exemption from any tax from which the Government is exemption from any tax form which the Government is exempt and which was not included in the contract price.

552.210-79 PACKING - LIST (DEC1989)

- (a) A packing list or other suitable shipping document shall accompany each shipment and shall indicate (1) Name and address of consignor; (2) Name and address of consignee; (3) Government order or requisition number; (4) Government bill of landing number covering the shipment (if any); and (5) Description of the material shipped, including item number, quantity, number of containers, and package number (if any).
- (b) When payment will be made by Government commercial credit card, in addition to the information in (a) above, the packing list or shipping document shall include: (1) Card holder name and telephone number and (2) the term "Credit Card".

52.232-1 PAYMENTS (APR 1984)

The Government shall pay the Contractor, upon the submission of proper invoices or vouchers, the the prices stipulated in this contract for, supplies and delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified in this contract, payment shall be made on partial deliveries accepted by the Government if; (a) The amount due on the deliveries warrants it; or (b) The Contractor requests it and the amount due on the deliveries is at least \$1,000 or 50 percent of the total contract price.

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Prompt Payment clause 52.232-25 is incorporated in this contract by reference. The clause contains information on payment due date, invoice requirements, constructive acceptance of interest penalties. Certain portions of the clause regarding payment due date, invoice requirements, and constructive acceptance have been extracted for your convenience. All days referred to in the extracts below are calendar days.

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- . . An invoice shall be prepared and submitted to the designated billing office specified in the contract. A proper invoice must include the items listed in . . . (i) through . . . (viii) . . . If the invoice does not comply with these requirements, then the Contractor will be notified of the defect within 7 days after receipt of the invoice at the designated billing office. . . . Untimely notification will be taken into account in the computation of any interest penalty owned the Contractor . . .
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 - (ii) Invoice date
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NOTE: Invoices must include the ACT number (block 4) and shall be submitted in an original only, unless other wise specified, to the billing office designated in block 24 to receive invoices . The "remit to" address must correspond to the remittance address in

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52.222-40 SERVICE CONTRACT ACT OF 1965, AS AMENDED - - CONTRACTS OF \$2,500 OR LESS (MAY 1989)

Except to the extent that an exception, variation, or tolerance would apply if this contract were in excess of \$2,500, the Contractor and any subcontractor shall pay all employees working on the contract not less than the minimum wage specified under Section 6 (a)(1) of the Fair Labor Standards Act of 1938, as amended (29 U.S.C. 201-206). Regulations and interpretations of the Service Contract Act of 1965 are contained in 29 CFR Part 4.

52.222-41 SERVICE CONTRACT ACT OF 1965, AS AMENDED (MAY 1989)

52.222-42 STATEMENT OE EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

(52.222-41 and 52.222-42 apply to service contracts when the amount exceeds \$2,500).

The GSA Form 2166, Service Contract act of 1965 and Statement of Equivalent Rates for Federal Hires is attached hereto and made a part hereof.

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This contract incorporates the following clauses by reference with the same force and effect as if they were given in full text. Upon request the Contracting Officer will make their full text available:

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Applicable to purchase orders for supplies or services:

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52.203-3 Gratuities (APR 84)

52.203-5 Covenant Against Contingent Fees (APR 84)

52.203-6 Restriction on Subcontractor Sales to the Government (JUL 85)

52.2003-7 Anti-Kickback Procedures (OCT 88)

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(In the preceding clause, the permissible variations are stated in the schedule.)

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52.232-25 Prompt Payment (SEP 92)

52.233-1 Disputes (DEC 91)

52.233-3 Protest After Award (AUG 89)

52.246-1 Contractor Inspection Requirements (APR 84)

52.249-8 Default (Fixed-Price Supply and Service) (APR 84)

Applicable to purchase orders for supplies:

52.222-4 Contract Work Hours and Safety Standards Act - Overtime

Compensation (MAR 86) (Applies when amount is between \$2,500 and \$10,000.)

52.222-20 Walsh-Healey Public Contracts Act (APR 84) (Applies when amount exceeds \$10,000.) 52.243-1 Changes - Fixed Price (AUG 87)

52.249-1 Termination for Convenience of the Government (Fixed Price) (Short Form) (APR 84)

Applicable to Purchase orders for services:

52.222-4 Contract Work Hours and Safety Standards Act - Overtime Compensation -(MAR 86) (Applies when Amount exceeds \$2,500.)

25.243-1 Changes - Fixed Price (APR 84) - Alt. II

ORDER FOR SUP	D SERVICES		IMPORTANT: 553.370-300-1		structions in tribution	GSAR	PAGE 1	OF I	PAGES 		
1. DATE OF ORDER	2. ORDER NUM	IBER		3. CONTRACT	NUMBER	२	4. /	ACT NUMBE	R		
* This form is not to be used * The invoice remit to addres Block 12 is incorrect. * Failure to show the ACT no * Failure to mail invoice to act * Failure of service contractor (26 U.S.C. 3406 (a)).	ss must be t umber (Bloo ddress in Bl	the same as Block ok 4) on invoice wil ock 24 will delay p	t 12. Notif Il delay pa payment.	fy the contra ayment and	cting/or	dering office	er if the	e informat er.	ion in		
7. TO: CONTRACTOR (Name, address	s, and zip code					8. TYPE OF			REFER	ENCE YOUR	
						the order and indicated.	sh the fol nd the a	lowing on th ttached she	e terms speets, if an	pecified on bo y, including o	th sides of delivery as
						This delivery only of this for the above nu	order is orm and i ormbered o	s issued sub contract.	oject to the	s contained o terms and co	onditions of
9A. EMPLOYER'S IDENTIFICATION NU	JMBER			9B. CHECK, IF	APPROP	Excent as no	ovided he	rein all term	ns and con	ditions of the	original
10A. CLASSIFICATION B. OTHI A. SMALL SMALL BUSINESS INESS 11. ISSUING OFFICE (Address, zip cod telephone no.)		D. SMALL WOMEN- OWNED MANDATORY)	LD	order, as her 10B. TYPE O A. CORP ATION	etofore m OF BUSIN OR-	nodified, rem NESS ORGA B. F SHI	ain unchar NIZATION PARTNER- IP	nged. I	DLE		
14. PLACE OF INSPECTION AND ACC	EPTANCE			15. REQUISIT	ION OFFI	CE (Name, sy	rmbol and	l telephone r	10.)		
16. F.O.B. POINT	B/L NO.	/L NO. 18. DELIVERY F. O. B. POINT ON OR 19. PAYMENT/DIS						OUNT TE	ERMS		
			20. S0	CHEDULE							
ITEM NO.		SUPPLIES OR	SERVICES		QUAN ORDE	ITITY UNIT	UNI	IT PRICE	AMOUNT		
(A)		(B)			(C			(E)		(F)	
21. RECEIVING OFFICE (Name, symbol	ol and telephon	e no.)					TOTAL FROM 300-A		•		
22. SHIPPING POINT	23. GROSS	S SHIP WT.			GRAN TOTA		•				
24. MAIL INVOICE TO: (Include zip code General Services Administration (FUND			25A. FOR I	INQUIRES REG	SARDING	PAYMENT C	ONTACT	:	25B. TE	ELEPHONE N	0.
			26A. NAME OF CONTRACTING/ORDERING OFFICER (<i>Type</i>) 26B. TELEPHONE NO.								0.
			26C. SIGN	IATURE							

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ORDER FOR SUPPLIES AND SERVICES					IMPORTANT: See instructions in GSAR 553.370-300-1 for distribution							OF	PAGES			
1. DATE OF ORDER		2. ORDER NUMBI	ER		3. CONTRA	ACT NUMI	BER		4.	ACT NU	JMBER					
	1	5 000	OUNTING CLASSIF	ICATION						6 EIN	ANCE	OIVISION	J			
FOR	FUND	ORG CODE	B/A CODE	IOATION	O/C CODE		A	С	ss			OOR NAME				
GOVERNMENT USE	FUNC CODE	C/E CODE	PROJ./PROS	. NO.	CC-A		М	DL	FI	G	G/L DEB	T				
ONLY	W/ITEM	СС-В	PRT./CRFT					l	LC	D	ISCOU	NT				
7. TO: CONTRACTOR	R (Name, addre	ess, and zip code)					8.	A. PURC			F	REFERE	NCE YOU	R		
							Pi th	_ lease furnis	h the fo	ollowing	on the t	erms sp	ecified on	both sides of delivery as		
							in	B. DELIV		allacrieu	5110013	s, II ally	, including	delivery as		
							L TI or th		order i	s subjectis issue contract	ct to inst d subject	tructions ct to the	contained terms and	on this side conditions of		
								. MODIFIC <i>F</i>	ATION N	10.		AUTHO	RITY FOR	ISSUING		
						(, IFAPPR IHOLD 0%	1-	xcept as proder, as here						e original		
10A. CLASSIFICATIO	B. 01	HER THAN LL BUS-	C. SMALL DISADVAN-		D. SMALL WOMEN-	-,-		OB. TYPE C		NESS O		ZATION RTNER-		SOLE		
BUSINESS 11. ISSUING OFFICE	INES:	s	TAGED . REMITTANCE ADI		OWNED	Y)	13	ATION 3. SHIP TO		nee add	SHIP					
telephone no.)																
14. PLACE OF INSPE	CTION AND AC	CCEPTANCE			15. REQUI	SITION O	FFICE	(Name, sy	mbol an	d teleph	one no.))				
16. F.O.B. POINT 17. GOVERNMENT				/L NO.		DELIVER BEFORE	Y F. O	. B. POINT	ON OR	19. P/	AYMEN [®]	T/DISCO	DUNT	TERMS		
				20. SC	CHEDULI					-						
ITEM			SUPPLIES OR S	SERVICES		QL OF	JANTIT RDERE	ED	UN	NIT PRIC	E	A	AMOUNT			
(A	s)		(B)				(C)	(D)		(E)			(F)			
21. RECEIVING OFFI	CE (Name, syn	nbol and telephone i	70.)						TOTA FROI 300-A	M	>					
22. SHIPPING POINT					S SHIP WT.				GRAI TOTA	ND						
24. MAIL INVOICE TO General Services Adm				25A. FOR	INQUIRES	REGARDI	NG PA	AYMENT CO				25B. TE	LEPHONE	NO.		
	·			26A. NAMI	E OF CONT	RACTING	J/ORDI	ERING OFF	FICER (Туре)		26B. TE	LEPHONE	NO.		
				26C. SIGN	ATURE											

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(52.222-41 and 52.222-42 apply to service contracts when the amount exceeds \$2,500).

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52.249-8 Default (Fixed-Price Supply and Service) (APR 84)

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Compensation (MAR 86) (Applies when amount is between \$2,500 and \$10,000.)

52.222-20 Walsh-Healey Public Contracts Act (APR 84) (Applies when amount exceeds \$10,000.)

52.243-1 Changes - Fixed Price (AUG 87)

52.249-1 Termination for Convenience of the Government (Fixed Price) (Short Form) (APR 84)

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25.243-1 Changes - Fixed Price (APR 84) - Alt. II

ORDER FOR SUPPLIES AND SERVICES					IMPORTANT: See instructions in GSAR 553.370-300-1 for distribution							PAGES			
1. DATE OF ORDER		2. ORDER NUMB	ER		3. CONTRAC	T NUMBER	?		4. ACT	NUMBER	?	l			
		F ACC	COUNTING CLASSIF	ICATION			1			FINANCE	DIVICIO	NI .			
FOR	FUND	ORG CODE	B/A CODE	ICATION	O/C CODE		AC	SS			OOR NAME				
GOVERNMENT USE	FUNC CODE	C/E CODE	PROJ./PROS	. NO.	CC-A		MDL	FI		G/L DE	ВТ				
ONLY	W/ITEM	СС-В	PRT./CRFT				Al	LC		DISCO	UNT				
7. TO: CONTRACTOR	R (Name, addre	ess, and zip code)						E OF OR			REFER	ENCE YOUR	2		
							Please	furnish t	he follow	ing on the	terms s	pecified on b y, including	oth sides of delivery as		
							indicat	ed. DELIVER				,,g			
							This donly of the ab	elivery or this form ove numb	der is su and is is ered cont	bject to in sued subj tract.	struction ect to the	s contained of terms and o	on this side conditions of		
							C. MO	DIFICATI	ON NO.		AUTHO	ORITY FOR IS	SSUING		
					9B. CHECK, I WITHHO 20%	OLD				n, all terms fied, rema		ditions of the	original		
10A. CLASSIFICATIO	D. O1	HER THAN LL BUS-	C. SMALL DISADVAN-	□ \	D. SMALL WOMEN-			YPE OF E CORPOR ION		S ORGAN B. PA	IIZATION ARTNER		OLE		
BUSINESS 11. ISSUING OFFICE	(Address, zip c		TAGED REMITTANCE ADI		OWNED ANDATORY)					SHIP address, 2		and telephon	e no.)		
telephone no.)															
14. PLACE OF INSPE	CTION AND AC	CCEPTANCE			15. REQUISI	TION OFFI	CE (Na	me, symb	ol and tel	ephone no	o.)				
16. F.O.B. POINT		1	7. GOVERNMENT B	/L NO.		ELIVERY F	. O. B. I	POINT ON	N OR 19	9. PAYME	NT/DISC	OUNT 1	ERMS		
				20. SC	CHEDULE										
ITEM	NO.		SUPPLIES OR S			QUAN	TITY	JNIT	UNIT P	RICE		AMOUNT			
(A	۸)		(B)			ORDE (C		(D)	(E)		(F)			
21. RECEIVING OFFI	CE (Name, syn	nbol and telephone	no.)					F	TOTAL FROM	•					
22. SHIPPING POINT					S SHIP WT.			(BOO-A(S) BRAND FOTAL	<u> </u>					
24. MAIL INVOICE TO General Services Adm				25A. FOR	INQUIRES RE	GARDING	PAYMI			•	25B. TE	ELEPHONE N	NO.		
		,		26A. NAME	E OF CONTRA	ACTING/OF	RDERIN	G OFFIC	ER (Type)	26B. TE	ELEPHONE N	NO.		
				26C. SIGN	ATURE						1				

552.229-70 FEDERAL, STATE AND LOCAL TAXES (APR 1984)

The contract price includes all applicable Federal, State, and local taxes. No adjustment will be made to cover taxes which may subsequently be imposed on this transaction or changes in rates of currently applicable taxes. However, the Government will, upon the request of the Contractor, furnish evidence appropriate to establish exemption from any tax from which the Government is exemption from any tax form which the Government is exempt and which was not included in the contract

552.210-79 PACKING - LIST (DEC1989)

- (a) A packing list or other suitable shipping document shall accompany each shipment and shall indicate (1) Name and address of consignor; (2) Name and address of consignee; (3) Government order or requisition number; (4) Government bill of landing number covering the shipment (if any); and (5) Description of the material shipped, including item number, quantity, number of containers, and package number (if any).
- (b) When payment will be made by Government commercial credit card, in addition to the information in (a) above, the packing list or shipping document shall include: (1) Card holder name and telephone number and (2) the term "Credit Card".

52.232-1 PAYMENTS (APR 1984)

The Government shall pay the Contractor, upon the submission of proper invoices or vouchers, the the prices stipulated in this contract for, supplies and delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified in this contract, payment shall be made on partial deliveries accepted by the Government if; (a) The amount due on the deliveries warrants it; or (b) The Contractor requests it and the amount due on the deliveries is at least \$1,000 or 50 percent of the total contract price.

52.232-8 DISCOUNTS FOR PROMPT PAYMENT (APR 1989)

- (a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer my the offeror. As an alternative to offering a prompt payment discount in conjunction with the offer, offerors awarded contracts may include prompt payment discounts on individual invoices.
- (b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the date on which an electronic funds transfer was made.

PROMPT PAYMENT

Prompt Payment clause 52.232-25 is incorporated in this contract by reference. The clause contains information on payment due date, invoice requirements, constructive acceptance of interest penalties. Certain portions of the clause regarding payment due date, invoice requirements, and constructive acceptance have been extracted for your convenience. All days referred to in the extracts below are calendar days.

- . The due date for making invoice payments by the designated payment office shall be the later of the following two events:
- (i) The 30th day after the designated billing office has received a proper invoice from the Contractor.
- (ii) The 30th day after Government acceptance of supplies delivered or services performed by the Contractor . . .
- (a)(4) . . . An invoice shall be prepared and submitted to the designated billing office specified in the contract. A proper invoice must include the items listed in . through . . . (viii) . . . If the invoice does not comply with these requirements, then the Contractor will be notified of the defect within 7 days after receipt of the invoice at the designated billing office. . . . Untimely notification will be taken into account in the computation of any interest penalty owned the Contractor . . .
- (i) Name and address of the Contractor.
- (ii) Invoice date
- (iii) Contract number or other authorization fo9r supplies delivered or services performed (including order number and contract line item number)
- (iv) Description, quality, unit of measure, unit price, and extended price of supplies delivered or services performed.
- (v) Shipping and payment terms (e. g., shipment number and date of shipment, prompt payment discount terms), Bill of lading number and weight of shipment will be shown for shipments on Government bills of Lading
- (vi) Name and Address of Contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment
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NOTE: Invoices must include the ACT number (block 4) and shall be submitted in an original only, unless other wise specified, to the billing office designated in block 24 to receive invoices . The "remit to" address must correspond to the remittance address in

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ORDER FOR SUPPLIES AND SERVICES					IMPORTANT: See instructions in GSAR 553.370-300-1 for distribution							OF PAGES 1				
1. DATE OF ORDER		2. ORDER NUMB	ER		3. CONTRACT	NUMBER	?		4. ACT	NUMBER	1					
	I	5 000	COUNTING CLASSIF	ICATION			ı			FINANCE	DIVISIO	NI .				
FOR	FUND	ORG CODE	B/A CODE	ICATION	O/C CODE		AC	SS			OOR NAME					
GOVERNMENT USE	FUNC CODE	C/E CODE	PROJ./PROS	S. NO.	CC-A		MDL	FI		G/L DE	_ DEBT					
ONLY	W/ITEM	СС-В	PRT./CRFT			Al			;	DISCOL	JNT					
7. TO: CONTRACTOR	│ ⋜ <i>(Name, addre</i>	ess, and zip code)						OF OR			REFER	ENCE YOUR				
							Please	furnish tl	ne followi	ng on the	terms s _l ts. if an	pecified on bo	th sides of			
							indicate	d. DELIVER			,	,,g .				
							This de only of the abo	livery or this form ve numb	der is sub and is is: ered cont	oject to in sued subje ract.	struction: ect to the	s contained of terms and co	n this side anditions of			
							C. MOE	IFICATION	ON NO.		AUTHO	RITY FOR IS	SUING			
					9B. CHECK, IF WITHHO 20%	APPROP LD				, all terms ied, remai		ditions of the o	original			
10A. CLASSIFICATIO	SMAL	THER THAN LL BUS-	C. SMALL DISADVAN-	\	D. SMALL WOMEN-		A. C	ORPOR			RTNER		DLE			
BUSINESS 11. ISSUING OFFICE telephone no.)	(Address, zip c		TAGED REMITTANCE AD		OWNED ANDATORY)		13. SHI		onsignee	SHIP address, z		and telephone	no.)			
,																
14. PLACE OF INSPE	CTION AND AC	CCEPTANCE			15. REQUISITI	ON OFFI	CE (Nan	e, symbo	ol and tele	ephone no	.)					
16. F.O.B. POINT 17. GOVERNMENT				3/L NO.		IVERY F	. O. B. P	OINT ON	OR 19	. PAYMEI	NT/DISC	OUNT TE	ERMS			
				20. S0	CHEDULE											
ITEM	NO.		SUPPLIES OR	SERVICES		QUAN ORDE	TITY U	NIT	UNIT P	RICE		AMOUNT				
(A	.)		(B)			(C		(D)	(E))		(F)				
21. RECEIVING OFFIC		nbol and telephone	no.)		2 OLUD WIT			3 3	OTAL ROM 00-A(s))						
22. SHIPPING POINT					S SHIP WT.			T	GRAND OTAL							
24. MAIL INVOICE TO General Services Adm				25A. FOR	INQUIRES REG	SARDING	PAYME	NT CON	TACT:		25B. TE	ELEPHONE N	O			
				26A. NAME	OF CONTRAC	CTING/OF	RDERING	OFFICE	ER (Type)	1	26B. TE	ELEPHONE N	O.			
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Compensation (MAR 86) (Applies when amount is between \$2,500 and \$10,000.)

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ORDER F	OR SUPPLIE	S AND SERVICI	ES - RE	CEIVING F	REPOR	T		PAG	E 1	OF	PAGES	
1. DATE OF ORDER	2. ORDER NUI	MBER		3. CONTRACT	Γ NUMBEI	R		4. ACT N	NUMBER			
MPORTANT: * This form must be rece * Acceptance must take						unle	ess a diffe	rent insr	pection/	accent	ance	
period is stated in the	contract.	•	•	·							ance	
* invoices received mus	t be time stamp	ed to indicate the o	date of r	eceipt. See r	everse	of thi	s form for	detailed	instruc	tions.		
7. TO: CONTRACTOR (Name, ad	ddress, and zip code	·)					PE OF ORE A. PURCHA	SE			ENCE YOUR	
						Plea the indic	order and t	ne following the attache	g on the t ed sheets	erms sp s, if any	pecified on bo y, including	oth sides of delivery as
						This only	B. DELIVER	der is subj	ect to ins ued subje	tructions ct to the	s contained of terms and co	on this side onditions of
							ODIFICATIO			AUTHO	RITY FOR IS	SSUING
				9B. CHECK, IF WITHHO 20%	DLD	LACC	pt as provider, as heretofo	ed herein, ore modifie	all terms a	and cond unchan	ditions of the	original
MAXIMUM PAYMEN	T AMOUNT			REMARKS								
LESS DEDUCTION NONPERFORMAN (Explain in rem												
MAXIMUM AMO APPROVED FOR P												
ITEM NO.		SUPPLIES OR		CHEDULE	QUAN	ITITV	UNIT	I INIT DD	ICE		AMOUNT	
(A)		(B)	SERVICES		ORDE (C	RED	(D)	UNIT PRICE (E)	ice	(F)		
I certify that the above sup and/or services have been:	oplies TYPE OF	DELIVERY (Mark "X" ir		_		NCE					EINIAL DADT	
received on (Date)	NAME ANI	A. FULL D TITLE (Type or stamp	p)	B.	PARTIAL					ш	SYMBOL	IAL
										TELEPH	IONE NO.	
and accepted on (Date)	SIGNATUR	₹E								DATE SI	IGNED	

Certifying receipt and processing payments for procurements requiring a written purchase order (GSA Form 300 or 300-1).

(1) When supplies or services are received, the contracting/ordering office or designated program office will certify receipt and acceptance and indicate the amount approved for payment on copy 6, Receiving Report, of GSA Form 300 or 300-1. When multiple deliveries/payments are required, additional copies of the receiving report (copy 6) may be reproduced or the GSA Form 3025 or 3025A Receiving Report, used to certify receipt and acceptance. Photocopies signatures will not be accepted on the receiving report.

NOTE: It is important that the date of receipt and the date of acceptance entered in the certification on the receiving report be accurate. Those dates are used to calculate the due date for payments and interest on overdue payments. The contracting/ ordering officer or a designated representative should certify receipt and authorize payment by signing the certification on the receiving report.

- (2) Invoices received by issuing offices or other designated program offices must be time stamped to indicate the date of receipt, checked to verify the arithmetic accuracy of the invoiced amount, and forwarded, within 5 workdays of receipt, to the appropriate Finance Division for payment. Copy 1 of the GSA Form 300/300-1 and a receiving report (Copy 6 of GSA Form 300/300-1 or GSA 3025/3025A, Receiving Report) should be forwarded with the invoice to finance.
- (3) When invoices are submitted directly to the Finance Division, contracting/ordering or other designated program offices will certify receipt and acceptance and authorize payment for supplies or services by completing copy 6 of GSA Form 300/300-1 or the GSA Form 3025/3025A. Receiving Report, in accordance with paragraph (c) (1) above and sending it to the appropriate finance division within 5 workdays after supplies or services are received and accepted.

ORDER FOR SUPPLIES AND SERVICES					IMPORTANT: See instructions in GSAR 553.370-300-1 for distribution							E 1	OF	PAGES			
1. DATE OF ORDER		2. ORDER NUMB	ER		3. CONTR	RACT NU	JMBER	?		4.	ACT N	IUMBER	2				
	T	5 000	OUNTING CLASSIFI	CATION							6 EI	NANCE	DIVISIO	N			
FOR	FUND	ORG CODE	B/A CODE	CATION	O/C COD	E		AC		SS	0. FI		DOR NAME				
GOVERNMENT USE	FUNC CODE	C/E CODE	PROJ./PROS.	NO.	CC-A			MDL		FI		G/L DEI)EBT				
ONLY	W/ITEM	СС-В	PRT./CRFT	PRT./CRFT				AI		LC		DISCOL	JNT				
7. TO: CONTRACTOR	R (Name, addre	ess, and zip code)						_	PE OF C A. PURCI		<u> </u>		REFER	ENCE YO	UR		
								Pleas	se furnish	h the fo	ollowing	g on the	terms s ts. if an	pecified or y, includir	both s	sides of	
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BUSINESS 11. ISSUING OFFICE telephone no.)	(Address, zip c		TAGED REMITTANCE ADD		OWNED ANDATOR	RY)		13. S	TION SHIP TO	(Consi	gnee ad	SHIP ddress, z		and teleph	one no.)	
telephone nery																	
14. PLACE OF INSPE	CTION AND AC	CCEPTANCE			15. REQU	JISITION	OFFIC	CE (N	ame, syn	nbol ar	nd telep	hone no	ı.)				
16. F.O.B. POINT 17. GOVERNMENT				L NO.	18	. DELIVE		О. В	. POINT	ON OF	19.	PAYMEI	NT/DISC	OUNT	TERM	/IS	
				20. SC	CHEDUL	.E											
ITEM	NO.		SUPPLIES OR S	SERVICES			QUAN ORDE	TITY	UNIT	1U	NIT PR	ICE		AMOUNT			
(A	A)		(B)				(C)		(D)		(E)			(F)			
21. RECEIVING OFFI	CE (Name, syn	nbol and telephone	no.)			•		•		TOT/ FRO	M						
22. SHIPPING POINT				23. GROS	S SHIP W	Γ.				GRA TOTA	ND						
24. MAIL INVOICE TO General Services Adm				25A. FOR	INQUIRES	REGAF	RDING	PAYI	MENT CO				25B. TE	ELEPHON	E NO.		
				26A. NAMI	E OF CON	TRACTI	NG/OF	RDER	ING OFF	ICER (Туре)		26B. TE	ELEPHON	E NO.		
			-	26C. SIGN	IATURE								I.				

552.229-70 FEDERAL, STATE AND LOCAL TAXES (APR 1984)

The contract price includes all applicable Federal, State, and local taxes. No adjustment will be made to cover taxes which may subsequently be imposed on this transaction or changes in rates of currently applicable taxes. However, the Government will, upon the request of the Contractor, furnish evidence appropriate to establish exemption from any tax from which the Government is exemption from any tax form which the Government is exempt and which was not included in the contract

552.210-79 PACKING - LIST (DEC1989)

- (a) A packing list or other suitable shipping document shall accompany each shipment and shall indicate (1) Name and address of consignor; (2) Name and address of consignee; (3) Government order or requisition number; (4) Government bill of landing number covering the shipment (if any); and (5) Description of the material shipped, including item number, quantity, number of containers, and package number (if any).
- (b) When payment will be made by Government commercial credit card, in addition to the information in (a) above, the packing list or shipping document shall include: (1) Card holder name and telephone number and (2) the term "Credit Card".

52.232-1 PAYMENTS (APR 1984)

The Government shall pay the Contractor, upon the submission of proper invoices or vouchers, the the prices stipulated in this contract for, supplies and delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified in this contract, payment shall be made on partial deliveries accepted by the Government if; (a) The amount due on the deliveries warrants it; or (b) The Contractor requests it and the amount due on the deliveries is at least \$1,000 or 50 percent of the total contract price.

52.232-8 DISCOUNTS FOR PROMPT PAYMENT (APR 1989)

- (a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer my the offeror. As an alternative to offering a prompt payment discount in conjunction with the offer, offerors awarded contracts may include prompt payment discounts on individual invoices.
- (b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the date on which an electronic funds transfer was made.

PROMPT PAYMENT

Prompt Payment clause 52.232-25 is incorporated in this contract by reference. The clause contains information on payment due date, invoice requirements, constructive acceptance of interest penalties. Certain portions of the clause regarding payment due date, invoice requirements, and constructive acceptance have been extracted for your convenience. All days referred to in the extracts below are calendar days.

- . . The due date for making invoice payments by the designated payment office shall be the later of the following two events:
- (i) The 30th day after the designated billing office has received a proper invoice from the Contractor.
- (ii) The 30th day after Government acceptance of supplies delivered or services performed by the Contractor . . .
- . . An invoice shall be prepared and submitted to the designated billing office specified in the contract. A proper invoice must include the items listed in . . . (i) through . . . (viii) . . . If the invoice does not comply with these requirements, then the Contractor will be notified of the defect within 7 days after receipt of the invoice at the designated billing office. . . . Untimely notification will be taken into account in the computation of any interest penalty owned the Contractor . . .
- (i) Name and address of the Contractor.
- (ii) Invoice date
- (iii) Contract number or other authorization fo9r supplies delivered or services performed (including order number and contract line item number)
- (iv) Description, quality, unit of measure, unit price, and extended price of supplies delivered or services performed.
- (v) Shipping and payment terms (e. g., shipment number and date of shipment, prompt payment discount terms), Bill of lading number and weight of shipment will be shown for shipments on Government bills of Lading
- (vi) Name and Address of Contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment
- (vii) Name (where practicable), title, phone number, and mailing address of person to be notified in event if a defective invoice

NOTE: Invoices must include the ACT number (block 4) and shall be submitted in an original only, unless other wise specified, to the billing office designated in block 24 to receive invoices . The "remit to" address must correspond to the remittance address in

(a)(6)(i) For the sole purpose of computing an interest penalty that might be due the Contractor, Government acceptance shall be deemed to have occurred constructively on the 7th day (unless otherwise specified in block 20) after the Contractor delivered the supplies or performed the services in accordance with the terms and conditions of the contract, unless there is a disagreement over quantity, quality or contractor compliance with a contract provision. .

52.222-40 SERVICE CONTRACT ACT OF 1965, AS AMENDED - - CONTRACTS OF \$2,500 OR LESS (MAY 1989)

Except to the extent that an exception, variation, or tolerance would apply if this contract were in excess of \$2,500, the Contractor and any subcontractor shall pay all employees working on the contract not less than the minimum wage specified under Section 6 (a)(1) of the Fair Labor Standards Act of 1938, as amended (29 U.S.C. 201-206). Regulations and interpretations of the Service Contract Act of 1965 are contained in 29 CFR Part 4.

52.222-41 SERVICE CONTRACT ACT OF 1965, AS AMENDED (MAY 1989)

52.222-42 STATEMENT OE EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

(52.222-41 and 52.222-42 apply to service contracts when the amount exceeds \$2,500).

The GSA Form 2166, Service Contract act of 1965 and Statement of Equivalent Rates for Federal Hires is attached hereto and made a part hereof.

520252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This contract incorporates the following clauses by reference with the same force and effect as if they were given in full text. Upon request the Contracting Officer will make their full text available:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

Applicable to purchase orders for supplies or services:

52.203-1 Officials Not to Benefit (APR 84)

52.203-3 Gratuities (APR 84)

52.203-5 Covenant Against Contingent Fees (APR 84)

52.203-6 Restriction on Subcontractor Sales to the Government (JUL 85)

52.2003-7 Anti-Kickback Procedures (OCT 88)

52.212-9 Variation in Quantity (APR 84)

(In the preceding clause, the permissible variations are stated in the schedule.)

52.222-3 Convict Labor (APR 84)

52.222-26 Equal Opportunity (APR 84) (Applies when amount exceeds \$10,000.) 52.222-35 Affirmative Action for Special Disabled and Vietnam Era Veterans (APR 84) (Applies when amount exceeds \$10,000.)

52.222-36 Affirmative Action for Handicapped Workers

(APR 84) (Applies when amount exceeds \$2,500.)

22-37 Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era (JAN 88) (Applies whenever clause 52.222-35 is included.) 52.223-6 Drug Free Workplace (JUL 90) (Applies if contract is awarded to an

individual.)

52.225-3 Buy Ámerican Act - Supplies (JAN89)

52.225-11 restrictions on Certain Foreign Purchases (MAY 92)

52.232-25 Prompt Payment (SEP 92)

52.233-1 Disputes (DEC 91)

52.233-3 Protest After Award (AUG 89)

52.246-1 Contractor Inspection Requirements (APR 84)

52.249-8 Default (Fixed-Price Supply and Service) (APR 84)

Applicable to purchase orders for supplies:

52.222-4 Contract Work Hours and Safety Standards Act - Overtime

Compensation (MAR 86) (Applies when amount is between \$2,500 and \$10,000.)

52.222-20 Walsh-Healey Public Contracts Act (APR 84) (Applies when amount exceeds \$10,000.)

52.243-1 Changes - Fixed Price (AUG 87)

52.249-1 Termination for Convenience of the Government (Fixed Price) (Short Form) (APR 84)

Applicable to Purchase orders for services:

52.222-4 Contract Work Hours and Safety Standards Act - Overtime Compensation -(MAR 86) (Applies when Amount exceeds \$2,500.)

25.243-1 Changes - Fixed Price (APR 84) - Alt. II